Illinois Assister Program Training Updates

Please read the following information carefully. All new information and reminders should be communicated to all staff required to participate in training.

Documents for In-Person Training

Please inform all individuals attending training that they should bring three items to the in-person training with them:

- A form of identification
- Their registration confirmation for the course as proof of registration
- Certificate of completion of the online training modules. Individuals will receive the certificate once they have completed the three online modules, which are required to be completed before attending in-person training.

Training Registration Information

Registration for all courses will close 48 hours in advance. Please make sure all individuals are aware of this cut-off.

As a reminder, all individuals must indicate the FEIN number of the lead agency when registering for training. If FEIN numbers are incorrect, there may be a delay in the registration process.

Here is the registration process that individuals from your organizations may use. Please do not distribute outside of your organization, as this training is only intended for individuals serving as Assisters and not the public:

- The main training registration site is: www.publichealthlearning.com. Through this website, you can access the pre-assessment, online modules, and the link to the in-person registration.
  - To access the online training for the Illinois Assister Training Program please go to www.publichealthlearning.com.
  - To login to the site, click on **Login** in the upper right hand corner of the screen.
  - To register, please click on **Create new account** on the right side of the screen at the bottom of the section titled **Is this your first time here?**
  - First, create your own Username and Password. Note that the password must have at least 8 characters and should include at least one number, at least one lower case letter and at least one upper case letter.
  - Then, please provide all the information requested in the required fields marked with *. After you have filled in all the required fields, click on **Create my new account** at the bottom of the page to move on.
  - On the next page, please click on **Course Offerings** in the top left tab.

www.healthcarereform.**illinois**.gov

- o This takes you to a page that says **Course Categories** at the top. Go down the list to the course called **Illinois Assisters Training Program** and click on the course name to access the page with instructions for completing training activities.
  - o The password for the training is **ACA**.
- Individuals may register directly for in-person training as soon as possible here: http://www.cvent.com/d/3cqhzd/4W using the password, ACA.
- Individuals are still required to take the pre-assessment and online modules before attending the in-person training.

<u>Additional Trainings</u>

Please note that additional trainings will be added as needed, but we expect grantees to utilize the available trainings wherever possible.

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